



JIM STRICKLAND
MAYOR

CITY ATTORNEY

PERMITS & LICENSES

PARADES AND PUBLIC ASSEMBLIES APPLICATION

NON-REFUNDABLE FEE: \$25 NON-REFUNDABLE FEE INCLUDING STREET CLOSURE: \$50
(Pursuant to City of Memphis Ordinances 4576/Municode 12-52)

PLEASE PRINT OR TYPE

1. Filing Date: _____
2. Name of Event: _____
3. Purpose of the Event: _____
4. Name of Sponsor and/or Sponsoring Organization (Applicant): _____

4A. is the Applicant a charitable organization as determined by the IRS? ☐ Yes ☐ No
(If yes, attach a copy of the Applicant's 501 ((3) (c) determination letters)

5. Full Address of Sponsoring Organization: _____
(Street Address) (City/State) (Zip Code)

(Telephone #) (E-mail) www.
(Web)

6. Individual Submitting Application: _____
(Name) (Home #)

(Street Address) (City/State) (Zip Code) (Work #)

(Email Address) (Place of Employment)

7. Please provide:
 - a. Date of Event: _____ Rain Date: _____ Start Time: _____ End Time: _____ Assemble Time: _____
 - b. Parade units: Minimum speed (mph): _____ Maximum speed (mph): _____
 - c. Maximum space (feet) between parade units: _____
 - d. Portions of streets that may be occupied by the parade or public assembly: _____

 - e. Maximum length of the parade in miles or fractions thereof: _____
 - f. Such other information as either the Permits Office or the Police Director shall find necessary to the enforcement of this permit (attach any such information).

9. What is the specific location of the event? _____
10. List the number of expected participants in this event associated with the Applicant:
A. individuals: _____ b. vehicles: _____ c. animals: _____
11. Provide a description of any recording equipment, sound amplification equipment, banners, signs and/or other attention getting devices to be used in connection with the event: _____

12. For applicants requesting street closures and/or barricades, explain why they are needed:

- a. if barricades are to be used, describe the type: _____

- b. provide placement time(s): _____ removal time(s): _____
- c. identify the individual responsible for placement and removal of any barricades.

(Name) _____ (Telephone #) _____
13. Will alcoholic beverages be served at the event either gratis or for sale? ____ Yes ____ No
(If alcoholic beverages are to be sold, attach a copy of a permit and/or license for the sale of alcoholic beverages and/or a copy of any application filed and/or to be filed.)
14. Submit a copy of any other required approvals, i.e., Park Commission, Riverfront Development Corporation, etc.

REPRESENTATIONS/ACKNOWLEDGMENTS

The Applicant, represented by _____, agrees to comply with all of the requirements of the Permits Office of the City of Memphis (City) and conditions as set forth above in connection with the event, _____, scheduled for _____.

The Applicant understands that the Memphis Police Department ("MPD") may, in its discretion electronically monitor the event for purpose of protecting life and property, providing security and control event activities, and preserving the peace of the City through its law enforcement responsibilities. Any activity of the Applicant arising out of the event resulting in injury, damage or loss to the City is the responsibility of the Applicant. Any overtime costs incurred by the MPD in the exercise of its duties and responsibilities relating to the event are the responsibilities of the Applicant. City of Memphis ordinances require the Director of Police to ensure public safety and to inform an applicant of any estimated additional cost of providing such services for the event to the applicant in advance of the event. However, the additional charges, by mutual agreement of the applicant and

the City , may be adjusted based on the comparative economic impact of the event on the community-at- large but in no event payment by the applicant shall exceed twenty-five percent of the estimated additional costs when such proof of economic impact is substantiated. The economic impact statement (see minimum information requested below) must be presented to the City at least sixty days after the event. Where an applicant has multiple events during a calendar year, the statement shall be valid for twelve months from the time of submission of the economic impact statement and apply to all said events of the applicant. Further, the Applicant hereby indemnifies and hold harmless the City of Memphis from any claim, demand, action, suit of any type whatsoever, directly or indirectly, resulting or alleged to have resulted from the event for which this permit is granted. Further, I, _____, the Applicant, makes oath that the information contained herein is true and accurate, to the best of my knowledge, and acknowledge that I have read and also agree to all terms and conditions herein set forth.

By: _____
(Signature Applicant/Representative) (Date)

NOTARY

COUNTY OF SHELBY
STATE OF TENNESSEE

Before me appeared, after having provided proof of identification who affixed their signature to the above statement on this _____ day of _____, 20____.

(Notary Public) (My Commission Expires)

SPECIAL EVENT OVERTIME COST ADJUSTMENT PROGRAM ELEMENTS

- 1. Name of Applicant
- 2. Full Address of Applicant
- 3. Contact for Applicant
 - a. Name
 - b. Business address
 - c. Office number
 - d. Alternate number
 - e. Email address
- 4. Statement of event’s social and economic benefits to the community including any financial benefits, if known, and/or any other form that clearly expresses why additional costs should be reduced.

SEE FULL PROGRAM <http://www.cityofmemphis.org/Government/CityAttorney/PermitsOffice.aspx>

SPECIAL EVENT ANNUAL FEE WAIVER REQUEST

The City of Memphis recognizes the importance of providing monetary and other City support for community festivals, parades and celebrations that are held for the general economic benefit of the City's business community, cultural enrichment and/or promotion of the City of Memphis. In consideration of the beneficial impact of certain events, the City of Memphis provides Special Event Fee Waivers to eligible local nonprofit organizations.

PURPOSE

The City of Memphis recognizes the importance of local civic events that serve to enrich the lives of local residents and non-resident participants. The City will waive certain Special Events fees provided organizations continue to satisfy fee waiver provisions. All expenditures in excess of the fee waivers shall be borne by the sponsoring organization.

PROCESS

The waiver of fees will be based upon the economic impact as established by the offset between the revenue generated by the event and the cost to the City for providing needed services.

A letter requesting a fee waiver must be submitted by all organizations desiring an Annual Special Event Fee Waiver to the City of Memphis Permits Office no later than thirty (30) days post the first event of the year sponsored by the organization requesting the waiver and submitted annually. The letter must indicate the following:

1. The contact and their contact information for the sponsoring organization
2. The address of the sponsoring organization's local office/headquarters
3. The event's mission and/or stated purpose.
4. How the event benefits the community of Memphis, TN.
5. **Any organization not submitting a letter of fee waiver request by the filing deadline will be ineligible for a fee waiver in the upcoming calendar year.**

MINIMUM FEE WAIVER

A great deal of time and effort is required of both the Applicant and City staff to complete the fee waiver process. It is not cost effective for the organization or the City to engage in the fee waiver process without some assurance of a minimum fee waiver, if eligible. **Therefore, if a fee waiver is awarded, the minimum award will be \$1,000.**